

Summary of Committee Roles

Position	Task Summary
Chairmanager	<ul style="list-style-type: none"> • Oversee committee • Act as spokesperson • Act as a communicator between Cancer Council Victoria and Committee
Treasurer	<ul style="list-style-type: none"> • Record expenditure and income of committee • Report to committee on financial status of event • Prepare event budget • Prepare post event financial statements
Secretary	<ul style="list-style-type: none"> • Take minutes at meetings • Update committee contact details list • Issue meeting notices • Manage correspondence / administration duties • Manage registrations and merchandise areas at event
Mission Delivery Coordinator	<ul style="list-style-type: none"> • Recruit volunteers for Mission Delivery integration • Promote key cancer prevention messages, cancer information and support programs and services, advocacy and research programs. • Plan and implement activities that highlight Mission Delivery
Ceremonies Coordinator	<ul style="list-style-type: none"> • Coordinate the Opening, Candlelight and Closing Ceremonies • Engage entertainers and a celebrant for the ceremonies • Liaise with local community to draw increased participation at ceremonies. • Update fundraising totals throughout the event.
Corporate Sponsorship Coordinator	<ul style="list-style-type: none"> • Coordinate all sponsorship approaches • Identify in kind sponsorship opportunities • Ensure 'Tobacco Related' companies are not approached
Entertainment & Activities Coordinator	<ul style="list-style-type: none"> • Secure approximately five bands and/or entertainers free of charge • Devise activities to energise, motivate and create teamwork • Arrange children's activities to keep them occupied • Work with sound technician to ensure quality performances

Facilities Coordinator	<ul style="list-style-type: none"> • Secure venue and liaise with venue manager • Ensure all conditions of use are adhered to • Submit site plan • Enforce Relay For Life rules, including no smoking • Engage on-site security for the duration of the events • Ensure parking and access is adequate
Occupational Health and Safety Coordinator	<ul style="list-style-type: none"> • Oversee first aid service for the duration of the event • Develop an emergency evacuation plan • Establish a health messages stand and get the MC to make announcements • Ensure a no smoking policy is implemented
Public Relations Coordinator	<ul style="list-style-type: none"> • Target and prioritise specific businesses, schools, organisations and other groups within the community • Establish ties with the media and ensure comprehensive coverage prior to and at the event
Catering Coordinator	<ul style="list-style-type: none"> • Engage food vendors • Organise breakfast • Provide free tea and coffee • Organise survivors function
Team Recruitment & Liaison Coordinator	<ul style="list-style-type: none"> • Identify and approach possible participants and support registered team captains • Convene 2-3 team captains meetings and information sessions • Suggest stories of media interest
Volunteer Coordinator	<ul style="list-style-type: none"> • Recruit volunteers and identify areas that will require volunteers and the number they will require • Recruit massage providers • Provide training for volunteers • Ensure volunteers are appropriately thanked